Safeguarding can be defined as “the actions taken to promote the welfare of children and vulnerable adults and protect them from harm” and is everyone’s responsibility.

If you are concerned that a child/young person/adult at risk/vulnerable adult is in possible IMMEDIATE danger please take action to ensure their safety by contacting the Emergency Services Tel 999.

If you are told something that causes concern and you believe there is a Safeguarding issue, you must follow the following guidance:

**Recognise**  
Be vigilant – watch, listen and think about what you have been told, or have seen or heard. Reflect on the impact of any behaviour or any risks that could affect the safety and wellbeing of a child, young person or vulnerable adult.

**Respond**  
Remove any immediate risk of harm and make sure the individual is safe. Let the person know you are concerned for them and that you need to speak to someone about this if you can do so.

**Record**  
Record carefully what you see, hear and do and keep any notes that you take in case they might be needed at a later stage.
Report

If you’re worried about someone whom you think might be suffering from abuse, unless you think there is anyone in immediate danger then you need to share your concern with PS Admin and the Safeguarding Referral Team. Never keep it to yourself.

To report a concern, please complete the Safeguarding form and send to Safeguarding-Referrals@open.ac.uk.